



## Directive on Charters for Business and Social Travel

<b>Department responsible:</b> Material Resources	<b>Approved by:</b>  _____ Director-General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended by:</b> Policy CC 2006/07-18
<b>Reference:</b> Policy CC 2000/01-46 Directive on Social Travel – HR-01	<b>Budgetary code:</b>

***Underlined article numbers identify provisions already adopted by the Council of Commissioners***

Transport Services may organize charters for business or social travel in situations where scheduled flights cannot accommodate the travel needs or where the additional costs incurred are countered by appropriate savings.

### **1. Premises**

1.1 purpose This directive sets the rules pertaining to the reservation and use of charters by any department for the purpose of business or social travel.

1.2 definition In this directive, the following expressions are defined as:

a) **dependent:** the spouse and dependant child as defined in b) and c) provided that they reside with the employee;

b) **dependent child:** a child of an employee, of his or her spouse or of both, or a child living with the employee for whom adoption procedures have been undertaken, unmarried and living or domiciled in Canada, who depends on the employee for his financial support and who is under eighteen (18) years of age;

Every child under 25 years of age who is a duly registered student attending a recognized institution of learning on a full-time basis, or a child of any age who has become totally disabled before reaching his or her 18<sup>th</sup> birthday or before reaching his or her 25<sup>th</sup> birthday if he or she was a duly registered student attending a recognized learning institution on a full-time basis and has remained continuously disabled since;

c) **spouse:** either of two persons who  
 i. are married or joined in civil union and cohabiting;  
 ii. being of opposite sex or the same sex, are living together in

- a conjugal relationship and are the father and mother of the same child;
- iii. are of opposite sex or the same sex and have been living together in a conjugal relationship for at least one (1) year;

it being specified that the dissolution of the marriage by divorce or annulment or the dissolution of the civil union as provided for by law as well as any de facto separation for more than three months in the case of persons living together in a conjugal relationship shall mean the loss of spousal status.

## **2. General principles**

2.1      [use of charters](#)      Transport Services may organize charters for:

- a) business travel of employees or persons having a contract with the Board;
- b) social travel of employees and their dependent(s);

when scheduled flights cannot accommodate the travel needs or when the additional costs are countered by appropriate savings in working time and travel expenses, or when a charter may be a lesser expense than regular flights.

2.2      [promotion of the Nunavik economy](#)      All travel arrangements should strive to call on the services of Inuit transportation companies based in Nunavik, whenever possible and should it be cost comparable, so as to promote the Nunavik economy. Transport Services requests quotations from airlines in the following order:

- a) Air Inuit
- b) Air Nunavut
- c) Atai Air
- d) Avionair
- e) Propair

2.3      [attribution of vacant seats](#)      Vacant seats available on business charters may be allocated to the following persons:

- a) KSB employees who would not otherwise be entitled to annual social trips for the same destination;
- b) Commissioners of the Board;
- c) Education committee members;
- d) any other person with the approval of the Director-General.

Vacant seats on charters for social trip are available to the same persons but the latter have to share the cost of the charter prorated on the number of passengers.

- 2.4 [teacher training](#) When vacant seats are available, the person traveling on a charter to attend a training session for more than 12 days, may be entitled to take 2 dependents under 18 years of age when it is impossible to have childcare in their home community. In such a case, the cost of travel for the dependents is to be determined by Training and Research.
- 2.5 [cancellation](#) A seat attributed by virtue of article 2.3 or 2.4 may be cancelled at any time if KSB requires a seat for any other reason.
- 2.6 [condition to travel](#) No person may travel on a charter unless his name, and the organization he is traveling for, if any, appear on the flight manifest.
- 2.7 [transportation of pets](#) KSB has no responsibility and will not assume any expenses incurred for the transportation of pets and will not make any arrangements to that effect. The current practice is to exclude all pets from charter services.
- Travelers are asked to organize separate flight arrangements for their pets.
- 2.8 [arrangements](#) Should the airline company accept to transport a pet on a charter when additional room is available and not required, KSB may charge the traveler the equivalent cost for pet transportation on a regular flight.

### **Procedure**

- 2A) [request](#) The person requesting to use a vacant seat on a charter must submit his request to the department for which the charter was organized, prior to the closing of the flight manifest.
- 2B) [priority for vacant seats](#) Requests for vacant seats are treated on a first-come, first-served basis.
- 2C) [invoice](#) When a person is authorized to travel under article 2.4, the department on whose budget the charter was organized must advise the Finance Department to send the invoice.

## **3. Required authorization**

- 3.1 [director or coordinator](#) Before any charter is organized, prior authorization shall be obtained from a Centre Director, a director or a coordinator of the concerned department.

## **4. Application of this directive**

- 4.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 4.2 [responsibility](#) The Transport Manager is the person responsible for the application of this directive.